
Entitlement-Advance Pay

Introduction:

This section provides the procedures for paying Advance Pay.

References:

Pay, Personnel, Procedures Manual, HRSIC M1000.2A, Chap. 6 and Encl. 1
Chapter 9 - U.S. Coast Guard Pay Manual (Advance Payments)

Procedure:



Advance Pay entries must be approved by a supervisor/auditor with CGHRSUP approval authority. Guidance for approving officials is incorporated in the applicable steps of this guide.

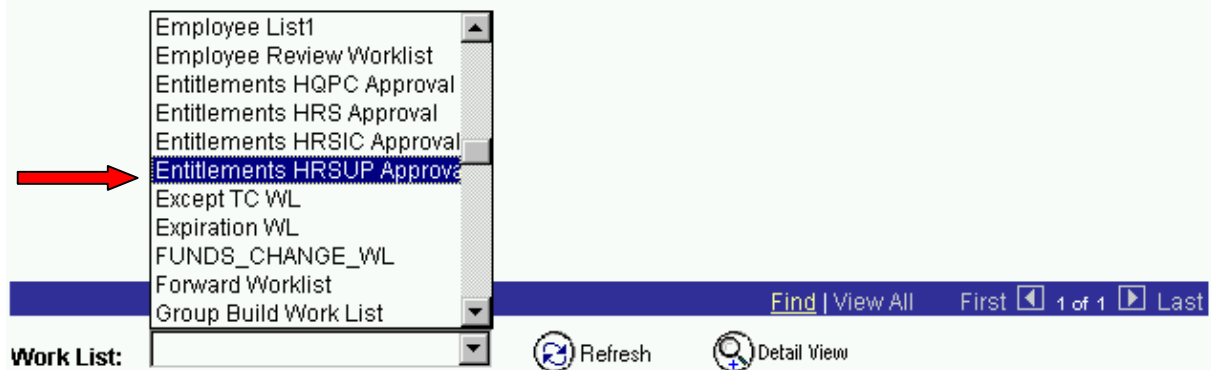


Be alert to how the start date corresponds to polling cut off dates and paydays. For example, if a member is expecting the advance pay in their 15th of the month payday, this transaction must process prior to the mid month compute cutoff date. If the member is expecting the advance pay in their 1st of the month payday, this transaction must process prior to the end month compute cutoff date.

PERSRUs may enter earnings type ADP.

Corrections and Deletions are not allowed. Changes to the repayment scheduled can be made using the Compensate Employees > Maintain Entitlements > Use > Advance Liquidation menu item.

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Start PeopleSoft, [sign-in](#) and follow these steps to pay an Advance Payment.

Step	Action
1	<p>Select Menu items in the following order.</p> <p>Home > Compensate Employees > Maintain Entitlements > Use > Employee Entitlements</p> <p>CGHRSUP User - access via their PeopleSoft work list to review and approve. You may use the work list drop-down box to narrow the search criteria as shown below.</p> 
2	<p>A search page will appear. Enter the member's Employee ID number or other search criteria and click the Search button to select the member you wish to display.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Advanced Technique</p> <p>You may select the input mode by checking one of the following boxes located at the bottom of the search screen. <input type="checkbox"/> Include History <input type="checkbox"/> Correct History If both boxes are left blank, you will enter in the Update Display mode. The system will automatically default to the last method you selected. See Step 4 for more information.</p> </div> <p> When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID (SSN) before making any changes.</p> <p>CGHRSUP Users - click the link as shown below in the work list to gain access to the member's Entitlement Summary Panel.</p> 

- 3 Entitlement Panels. Either the **Summary Panel** or **Detail Panel** will appear depending on which option was previously selected.

Select the Employee Entitlement Summary Panel from the icons located at the bottom left-hand corner of the screen. The current selection will have no underline.

[Employee Entitlement Summary](#) | [Employee Entitlement Detail](#)

The following screen appears.

Entitlements		View All	< 1 2 of 2 >
FSA	Family Separation Allowance	Continue	Family Separation Allowance, C stopped on 2002-06-
HF	Imminent Dngr-Hostile Fire Pay	Continue	Imminent Danger Hostile Fire P stopped on 2001-05-

Save Return to Search Update System Include History Connect History

[Employee Entitlement Summary](#) | [Employee Entitlement Detail](#)





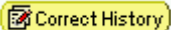





Select View All in the title bar.

CGHRSUP User - an asterisk next to the entitlement indicates that it is pending approval (see below). Click the **Continue** button in the same row and then proceed to Step 7.

Entitlements		View All	< 1-4 of 4 >
*CF1	Aviation Crew & Non-Crew HDIP	Continue	*Aviation Crew Member Hazardous Started 2002-09-01
FDH	Flight Deck Hazardous Duty Pay	Continue	Flight Deck Hazardous Duty Inc Stopped 1995-10-31
FSA	Family Separation Allowance	Continue	Family Separation Allowance, C Stopped 1996-06-29
HF	Imminent Dngr-Hostile Fire Pay	Continue	Imminent Danger Hostile Fire P Stopped 1994-11-30

Save

[Employee Entitlement Summary](#) | [Employee Entitlement Detail](#)

4	<p>Select the  button located at the bottom right-hand portion of the screen so that all bonus payments will be shown in the next panel. If you are stopping, correcting, or deleting an entitlement, use the  button.</p> <p>Note: The current selection will have a white background.</p> <div data-bbox="285 388 1380 793" style="border: 1px solid black; padding: 10px;"> <ul style="list-style-type: none"> ➤ You may use the  button to start advance pay; however, we recommend using the “Include History” mode so all payments will display. ➤ Use the  button to view all payments of Advance Pay. Only new entitlements can be entered in this mode. ➤ Use the  button to update or delete entries. A listing of all payments will be displayed. Advance payments cannot be deleted or corrected. </div>
5	<p>If an Advance Pay row exists in the Summary Panel...</p> <p>Click the  button adjacent to Entitlement-Advance Pay. The Employee Entitlement Detail screen will appear. (Go to Step 7)</p> <p>If an Advance Pay row doesn’t exist in the Summary Panel...</p> <p>Click a  button to the right of any entitlement. A blank entitlement line will appear below whichever line is selected.</p> <p>Next, type “ADP” in the look-up box   or use the magnifying glass to search for and select the Entitlement-Advance Pay earning code.</p> <p>Then click the  button adjacent to Entitlement-Advance Pay to bring it up in the Employee Entitlement Detail screen. (Go To Step 7)</p>

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Employee Entitlement Detail Panel is the main panel for entering or stopping entitlements. **If you have completed Steps 3-5, continue on to Step 7.**


Follow these procedures to bypass the Employee Entitlement Summary Panel.

Select the **Employee Entitlement Detail** Panel from the icons located at the bottom left-hand corner of the screen. The current selection is not underlined.

Employee Entitlement Summary | Employee Entitlement Detail

Select the  button located at the bottom right-hand portion of the screen so that all bonus entries will be shown.


Select **View All** from the displayed title bar to list all entitlements.

Scroll up to find the “ADP” Earnings Code. If the Entitlement-Advance Pay code isn’t listed (after clicking **View All**), click the  button from any entitlement as shown below.



The following screen appears below the previous entitlement...





Type “ADP” in the Earnings Code field or use the magnifying glass  to search and select the Entitlement-Advance Pay Code.

Continued on next page

Starting Advance Pay (See Steps 8-10 for other options)

Enter the following information...

Field	Action
Start Date	The current date is automatically displayed. Use the calendar button  to select the desired date. You can also Click & Drag over the date field to select the date then Type the start date in MMDDYYYY format.
Start Time	Pre-filled
Stop Date	Leave Blank. Field will automatically update with same date as start date.
Stop Time	Pre-filled
Earnings Type	Type in the code if known or use the  to search and select from a listing of available earning types.
Description	Pre-filled. Ensure the proper entitlement is shown.
Approval Status	Pre-filled. (CGHRSUP Users - The status will automatically change from Pending (P) to Approved (A) upon saving.)
Manual Row Switch	Select this field <u>only when necessary</u> to override pay edits. Business rule edits will not be turned off when this is selected. Caution! Overriding pay edits may result in errors and possible overpayment of entitlement.

Note: The **only required fields** on the detail page are Total Advance and Number of Installments. If a member requests a specific amount you may enter it in the Total Advance field. The fields above the blue line are designed as a worksheet to assist in calculating the advance payment amount.

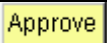
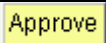

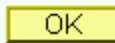
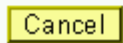
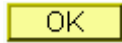


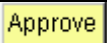
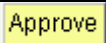

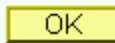
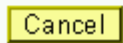
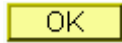


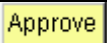
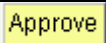

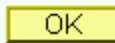
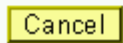
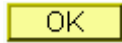


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**Step
7
(Con
t'd)**

Field	Action
Detail	<p>Click the Detail button to bring up the Supporting Data screen below:</p> <p>Supporting Data</p> <p>1080807 ADP 10/22/2002 ADVPAY</p> <p>Basic Pay: <input type="text" value="0.00"/></p> <p>Less Deductions</p> <p>SGLI Amount: <input type="text" value="0.00"/></p> <p>Federal, State and FICA: <input type="text" value="0.00"/></p> <p>Dependent Dental Premium: <input type="text" value="0.00"/></p> <p>Other Monthly Deductions: <input type="text" value="0.00"/></p> <hr/> <p>Total Payment: <input type="text" value="0.00"/></p> <p>Times</p> <p>Months Required for Advanced Pay: <input type="text" value="1"/></p> <hr/> <p>Total Advance: <input type="text" value="0.00"/></p> <p>Number Of Installments: <input type="text" value="0"/></p> <p>Installment Amount: 0.00</p> <p>OK Cancel</p>
Field	Action
Basic Pay	Enter the member's monthly basic pay amount.
SGLI Amount	Enter the monthly SGLI amount. If the member has not elected SGLI coverage, then leave blank.
Federal, State, and FICA	Enter the total monthly Federal, State, and FICA amount.
Dependent Dental Premium	Enter the monthly amount. If the member has not elected Dental coverage, then leave blank.
Other Monthly Deductions	Enter any other valid monthly deductions other than allotments. Examples of other deductions are (overpayments, garnishments, previously approved advance pay, etc.).
Total Payment	PeopleSoft will automatically complete this field when the information above is provided.
Months Required for Advanced Pay	Enter how many months advance pay the member is requesting. Cannot exceed 3 months.
Installment Amount	PeopleSoft will automatically complete this field when the information above is provided.
	Click the OK button when finished.



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Step 7 (Cont'd)

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Step 7 (Cont'd)

	Field	Action
	Earnings Process Type	Not Required. Disregard this field.
		<p>Click this button (located at the bottom left of the screen) to route the entry to approving official's work list or to approve the entitlement if a CGHRSUP user.</p> <p> Approving Officials: <u>You must click the approve button or make a change to the entitlement before saving; otherwise, the approval action will not be effected.</u> Once saved, the item will disappear from your work list.</p>
